25 April 1974

MEMORANDUM OF UNDERSTANDING

SUBJECT: Transfer of Specific Directorate of Operations
           Responsibilities, Resources, Functions and
           Materials to Director, Office of Joint
           Computer Services

        1.   The management and operation of the "DO Computer
Facility" is to be transferred to the Director, OJCS. For
the purposes of this paper, the "DO Computer Facility" is
defined as including the following:

        a.   EQUIPMENT: All equipment listed on reports which
              were delivered to Mr. ███████ OJCS/Management Staff   **25X1A**
              is transferred to OJCS for operation, maintenance,
              upgrading and funding (FY75 and beyond). While
              maintenance, upgrading and funding also apply to
              certain terminals and data entry equipment used for
              data conversion and input/output functions by non-
              OJCS components, responsibility for operation of
              this ancillary equipment continues to be the
              responsibility of the using component.

        b.   SOFTWARE: All systems software listed on
              attachment 1 is transferred to OJCS for operation,
              maintenance, upgrading and funding.

        c.   SPACE: Administrative and logistic
              responsibilities for the space in GC-47, with the
              exception of that space now occupied by Division D,
              and the space and supplies located in GB-23 (supply
              room). Diagrams of the foregoing have been
25X1A   delivered to ███████ OJCS/Management Staff.

        d.   POSITIONS: A total of ███████ and grades as   **25X9**
              listed on attachment 2.

        e.   PERSONNEL: Attachment 3 is an alphabetic list of
              the personnel transferred, including their current
              job position title, slot number, grade and step and
              employee number.

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f.   FUNDS: FY75 budgeted funds and FY76 estimates as
     detailed on reports which have been delivered to
     ████████████████   OJCS/Planning Staff.

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g.   FUNCTIONS: Functional responsibilities as defined
     in paragraph 2 and as implied by the transfer of
     the resources identified above, are transferred to
     OJCS.

2.   Upon transfer of the DO computer facility as
defined in paragraph 1, OJCS is expected to operate and
maintain a computer facility of sufficient quality, capacity
and speed to meet both batch and on-line DO information
systems requirements.   In carrying out these functions, all
existing standards, regulations, instructions, procedures
and guidelines for DO applications and security of the
computer facility will be followed until OJCS has gained a
working knowledge of Information Services Group/Deputy for
Information Systems (ISG/DIS) operations; proposed changes
will then be coordinated with DIS.   It is understood that
these documents will not be rewritten at this time simply to
change organizational designations.   The following
functional responsibilities are to be performed by the
appropriate OJCS and DIS components in support of the
planning, development and operation of DO information
systems.

a.   PLANS, REQUIREMENTS AND CHANGES

     (1)   The DO requirements for computer facility
           resources to accommodate on-going and planned
           information systems are specified in a summary
           of computer facility resource requirements
           (CFRR) for DO information systems.   This
           summary report will be submitted to OJCS each
           fiscal year by DIS but may be amended more
           frequently to accommodate unforeseen
           requirements.   While the initial "CFRR" is not
           attached to this document it will be forwarded
           to OJCS in draft as soon as possible.

     (2)   DIS will at the beginning of each DO
           information system design forward to OJCS the
           IS estimated computer facility resource
           requirements with appropriate explanation of
           priority and purpose, for review, approval (or
           rejection with reasons and alternate

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recommendations) and incorporation into the OJCS computer facility planning.

(3) As a prerequisite to operational implementation of each DO information system the job operating procedures and instructions will be forwarded by DIS to OJCS for review and acceptance, or rejection with reasons and alternate recommendations.

(4) OJCS will forward all computer facility plans which affect planned and operational DO information systems, to DIS for review and acceptance, or rejection with reasons and alternate recommendations.

(5) OJCS will continue to keep DIS informed regarding the capabilities of hardware and software within the computer facility through technical newsletters, memoranda, etc.

b. ROUTINE JOB PROCESSING, SCHEDULING AND OPERATING INCIDENTS

(1) OJCS will receive DO job requests from and provide DO job products to DIS/Operations Support Section (DIS/OSS) which will perform the required quality reviews.

(2) DIS/OSS will deliver to OJCS as part of each DO job request, all setup information required by the job operating instructions and all input data which is not resident on tapes or disks, etc., contained within the computer facility.

(3) OJCS will maintain existing operating schedules and service levels for all DO jobs, both on-line and batch, unless changed in coordination of the daily schedule with DIS/OSS, or unless permanently changed in coordination with DIS.

(4) OJCS will provide daily to DIS/OSS the information from "Shift-Notes" and "incident reports" which are pertinent to DO jobs. These items are distributed by DIS/OSS to the appropriate DIS officers for continuing review

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of the efficiency and effectiveness of DO information systems.

(5)   OJCS will provide routine and priority program compilation/assembly and testing services and necessary computer facility resources, as specified in existing IS procedures, to DIS Development teams.

c.   SECURITY AND BACKUP

(1)   OJCS will have responsibility for computer center security. OJCS Security Officers interacting with DIS Systems Security Officer and the DO/SS Security Officer will continue to maintain all DO information system programs and magnetic tape or disk data files in a secure environment.

(2)   OJCS will continue to fulfill the special security and user authentication requirements specified in each DO information system procedure.

(3)   OJCS will house duplicate copies of all DO utilized software, data files and application programs within the computer facility for restoration of data and/or programs as necessary. Duplicate copies of magnetic tape or disk data files will be produced for each DO information system as specified in the job operating procedures and as requested by DIS/OSS. Identification of duplicate copy data sets will be provided to DIS/OSS who is responsible for maintaining such records for each DO information system.

(4)   OJCS will upon request from DIS/OSS produce a third magnetic tape copy of all DO utilized software, data files and programs and will log these copies out to DIS/OSS. DIS/OSS is responsible for storing and recycling the third copy at a location away from the computer facility and maintaining appropriate records. This third copy is intended to serve in the event of destruction of originals and duplicates through fire or other disaster in

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the computer facility, but may also be used for other contingencies.

    (5)   DIS/OSS is responsible for obtaining the necessary authorizations to scratch or relocate data sets utilized by DO information systems. OJCS requests and recommendations regarding tape scratching or disk data set relocations will be coordinated with DIS/OSS who will obtain approvals from the appropriate DO officers.

d.   SPECIAL SERVICES, PRODUCTS, RESOURCES AND ASSISTANCE

    (1)   OJCS will provide, when feasible, technical and professional assistance to DIS and other DO components concerning software and hardware matters relating to the development and improvement of DO information systems.

    (2)   OJCS will permit "hands-on" testing of DO information system programs when DIS finds it necessary to request such service and when such testing does not unduly interfere with other essential job processing in the computer facility.

    (3)   Upon request from DIS/OSS, OJCS will provide job accounting information, computer resource utilization data, disk and tape inventory listings and disk volume table of content listings, etc., which are pertinent to DO jobs and necessary for the continuing DIS re-evaluation of DO information systems.

Harry E. Fitzwater
Director, Office of Joint
Computer Services

Chief, DO/Services Staff   25X1A

Attachments (3): a/s

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